

COMMAND SPONSORSHIP

CHECKLIST

Please note: Family members must be physically on island to apply for command sponsorship

___DA FRM 4187

___PCS ORDERS/AMENDMENTS

___DD FM 93 (FAMILY MEMBERS ADDRESS, SECTION 1, 4B MUST BE HERE IN HAWAII)

___ERB/ORB (DATED WITHIN 30 DAYS)

___MARRIAGE CERTIFICATE

___BIRTH CERTIFICATE

___DA FORM 5888 **(MUST HAVE EFMP AUTHENTICATION STAMP)**

___IF APPLICABLE, COURT ISSUED CUSTODY AGREEMENT (PHYSICAL CUSTODY)

___DFAS DEPENDENCY DOCUMENT (FOR ANYONE OTHER THAN SPOUSE AND CHILD)

___DD FORM 214 (IF YOUR SPOUSE IS PRIOR MILITARY)

___PROOF OF BONAFIDE LOCAL RESIDENT (BIRTH CERTIFICATE, N-11 TAX FORM, HAWAII VOTERS REGISTRATION AND RESIDENTIAL COLLEGE ENROLLMENT FORM)

___DD FORM 1172 (DUAL MILITARY ONLY)

___FOR LOST CS MEMORANDUMS, YOU MUST ALSO SUBMIT A PRINTOUT FROM FINANCE TO SHOW THAT YOU ARE RECEIVING COLA FOR YOUR FAMILY MEMBERS

___DD FM 137-7 DEPENDENCY STATEMENT – WARD OF A COURT

___DD FM 27-88 /DD FM 1172 CERTIFIED AND STAMPED BY DFAS

___PRE-ADOPTIVE PLACEMENT COURT ORDER OR FINAL ADOPTION

NOTE: The effective date of Command Sponsorship will be the date Family Travel receives the completed request.